

At a meeting of the Policy and Establishment Committee held at the Town Hall, Higham Ferrers on Tuesday 17 February 2009.

Present: The Mayor (Councillor G L Moore) (Chairman)
 The Deputy Mayor (Councillor Mrs. A M Sauntson)
 Councillor Mrs. M Knott Councillor D C Lawson MBE
 Councillor Mrs. G M Murdin BEM Councillor Mrs. M E Tuffnail

09/100 **APOLOGIES**

The Town Clerk reported that he had received apologies from Councillor. Mrs. P H Whiting

09/101 **DECLARATIONS OF INTEREST**

The following Declarations of Interest were made.

Councillor D C Lawson MBE – Agenda Item 5 Exchange Land Stanwick Road

09/102 **MINUTES**

The Minutes of the Meeting of the Policy and Establishment Committee held on 17 February 2009 (copies of which being Folios 3785 – 3788 had previously been circulated) were approved as a correct record’ and signed by the Chairman .

09/103 **VIDEO LINK**

The Town Clerk advised that pursuant to Minute 09/036 he had obtained an estimate for the installation of a permanent video link from the Council Chamber terminating in the waiting area on the Ground Floor, the link equipment being removable when not in use. The equipment was of a specialised nature and following a brief discussion it was

RESOLVED TO RECOMMEND that an order be placed with CVL Systems Ltd for the installation of a wireless permanent video link between the Council Chamber and the waiting area on the Ground Floor of the Town Hall at a cost of £1501.00 exclusive of VAT.

09/104 **TOWN HALL LAMP[**

The Town Clerk advised that pursuant to Minute 09/037 a new lamp had been ordered for the Town Hall with a lead time of 8 – 10 weeks for delivery.

09/105 **YOUTH DISCOES**

In answer to a question from a Member the Chairman advised that with reference to Minute 09/041 the question of Youth Discoes at Higham Ferrers Band Club was still the subject of ongoing discussion.

The report of the Town Clerk updating the List of Council Projects (copies of which had been previously circulated) and showing the current position with respect to each project was considered. A discussion took place and the following actions were agreed:

Castle Fields: The Town Clerk advised that he had had an extended meeting with the representative of English Heritage regarding the proposed installation of a path in the inner Moat Area which had resulted in a detailed document being required to be submitted for further consideration at a meeting of English Heritage on 16 April 2009. The Town Clerk further advised that future plans for the area had met with approval as to the formation of a viewing area, the installation of Interpretation Panels and the proposed knee rail fence on the exterior perimeter, and there was a possibility of a Maintenance Grant becoming available.

Cemetery: The Town Clerk advised that Turney Landscapes Ltd. had completed turfing over the whole of the remaining old paths in the Old Cemetery. Concern was expressed that areas under the trees had appearance of severe drying out and the Town Clerk advised that the contractors had been watering these areas. A discussion also took place as to whether the dead flowers in the Cemetery could be composted rather than go to landfill and the Town Clerk agreed to investigate the possibilities

Town Signs and Market Square Improvements: The Town Clerk advised that prices for the new Town Signs had now been received from Malcolm Lane Ltd, which ranged from £1300 to £1500 each, dependant on the design and artwork chosen, plus carriage. and installation. Following a brief discussion it was agreed that a small Working Party be set up to consider the proposed design and locations, and the Working Party to consist of Councillors Mrs. M Knott, Mrs. A M Sauntson and Mrs. M E Tuffnail. A brief discussion also took place regarding the repainting of certain litter bins on the Market Square which the Town Clerk agreed to progress.

CCTV Scheme: The Town Clerk advised that the relocation of the Saffron Road CCTV Camera was scheduled to commence on 20 April 2009.

Sports Pavilion Interior Changes: A brief discussion took place regarding proposed changes to the Sports Pavilion and the Town Clerk advised as the matter of other changes would be the subject of discussion at the next Meeting of the Council these could be discussed at the same time.

Exchange Land in Stanwick Road: The Town Clerk advised that a Meeting with Mr. Nick Dart of the Duchy of Lancaster had taken place and that a Planning Application for the whole site was likely in the near future..

Quality Council Status: In answer to as question from a Member the Town Clerk advised that the next step towards Quality Status was the issue of the Annual Report to Electors which had to be made available via various points in the Town and via the website. The Town Clerk further advised of the necessity for at least 80% of Members to be trained in the Power of Wellbeing in order to

attract funding once Quality Status was obtained, The Clerk also to complete a further CiLCA module, and that a Training Session would be arranged hopefully with Members of Rushden Town Council as a single session.

09/107 **COMMUNITY FACILITY – KEY CUSTODIAN**

The Town Clerk advised that the creation of a new Key Custodian post for the Multi Sport and Tennis Courts had been referred to the Committee with delegated power to approve the detail. A discussion took place and it was agreed that the following qualities were required in the successful appointee:

1. Must reside in Higham Ferrers.
2. Must be connected to the Internet and a telephone line.
3. Must be physically fit and able to ensure that courts are secure following lettings.
4. Must be trustworthy and be able to handle simple administration tasks such as handing out and receiving keys, checking proper ID from hirers and accepting and returning deposits against the issue and return of keys.
5. Must be willing to undertake any required training.

It was further agreed that the appointment be subject to satisfactory references and a CRB check, and that the salary offered be £50.00 per week for the period 01 April to 30 September of each year on a fixed term contract, and that a mobile phone be supplied by the Council.

09/108 **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Town Clerk advised that it was necessary to carry out a review annually of Standing Orders and Financial Regulations. There was one current anomaly within Standing Order 49 relating to Advisory Committees which did not specify the quorum for the Committee. Following a brief discussion it was

RESOLVED TO RECOMMEND that Standing Order 49 be amended to the following; ‘(e) A Quorum for an Advisory Committee shall consist of 50% of the Elected Members of the Committee.’

And it was further

RESOLVED TO RECOMMEND that a copy of the Standing Orders be sent to the Northamptonshire County Association of Local Councils for their opinion as to their correctness.

09/109 **NEW PLAY EQUIPMENT**

The Town Clerk advised that following the decision to carry out further improvements to the Children’s Play Area it was necessary to decide the scope and nature of the equipment to be installed. An extended discussion took place at the conclusion of which it was

RESOLVED TO RECOMMEND that the current Play Area be enlarged by at least 50% and that items of equipment manufactured by Wicksteed Leisure Ltd., be installed as follows: 1 off each Sprung Mobiles ‘Elephant’, ‘Motorcycle’ and

‘Horse’ and 1 ‘Flying Saucer’ all being of vandal resistant construction, at a cost of £4859.00 plus delivery and installation, plus safety surface cost, and that the Town Clerk obtain estimates for the fencing off of the enlarged area.’

It was further agreed that the Town Clerk contact the three Junior Schools with details of the proposals with a view to obtaining the children’s views, with a response being required before 30 April 2009. The Town Clerk further advised that a site visit had taken place on that day with a representative of Wicksteed Leisure Ltd., with a view to presenting options to extend the Whirlwind unit.

09/110 **TOWN WALK LEAFLETS**

The Town Clerk advised that following the decision to utilise the remaining £400 from the East Northamptonshire Council grant for local business promotion for the printing of new Tourist Walk leaflets and estimate had been obtained from Stanley Hunt Printers Ltd., the most economical figure to print being 5000 copies. Following a short discussion it was

RESOLVED TO RECOMMEND that an order be placed with Stanley Hunt Printers Ltd., for 5000 copies of the Higham Ferrers Walk Leaflet at a cost of £975.00 exclusive of VAT.

09/111 **DATE OF NEXT MEETING**

02 June 2009 at 7.30 p.m.

Mayor
28 April 2009

Chairman
02 June 2009